



## *Online Material Ordering.*

### **To order enrollment packages, benefit summaries and forms:**

- Go to the materials ordering portal at [tlcorders.com](http://tlcorders.com). Register a user account on the portal. If you already have a user account, enter your username and password then select "Login".
- Select from one of the following tabs to order materials
  - Enrollment Packages
  - Benefit Summaries
  - Brochures/Forms
  - All Products TLC
- Enrollment Packages:
  1. Select "Order Now" under the appropriate Enrollment Packages tab.
  2. Enter the number of enrollment packages needed in the Quantity field.
  3. **Enter a "1" next to the benefit summaries you would like included in each package.**
  4. Add to Cart, or to add additional materials to your order, select "Continue Shopping" in the lower left.
  5. Once you have ordered all of the materials, select "Continue".
  6. Your shipping information will be populated into the form from your user account. Enter your group name in the Company field, select "Save" and then "Continue". If you need the items shipped to another address, complete the form, select "Save" and then "Continue". Confirm your shipping information then select "Continue".
  7. Confirm the items in your order and "Place My Order"
  8. You will:
    - be directed to a confirmation screen of your order.
    - receive an email confirming your order that will include a link back to the order confirmation screen.
    - receive a shipping confirmation email with tracking information on the date your order ships.
- Benefit Summaries\*, Forms or All Products TLC.
  - Enter the quantity needed for each, select "Order Now" and follow steps 4 – 8 above.

\*Only if you need extra summaries in addition to your enrollment packages.

For questions about materials ordered, call or email Janet Browning at [janet.browning@anthem.com](mailto:janet.browning@anthem.com) or (804) 354-3904.